

St. Charles Community College

English Language and Culture

Institute



Academic ESL/INE
Student Handbook

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Mission, Values and Vision

Our mission is the following: The English Language and Culture Institute (ELCI), including the Academic ESL and Intensive English programs, empowers students to learn English for a variety of purposes, from career and educational preparation to life-long learning and community stewardship. Notably, the institute values diversity, promotes cultural understanding, fosters global outreach, and emphasizes student success.

Our values are the following: Prepared. Successful. Culturally aware. Community-minded.

Our vision is the following: The English Language and Culture Institute (ELCI) will inspire and educate non-native speakers from varied backgrounds, enabling them to communicate successfully in English, contribute to the global community, and progress toward their academic, personal, and career goals. Additionally, the ELCI, through varied learning programs, will enhance the understanding of the U.S. and other cultures for our students of all languages, areas of origin, and ethnicities, as well as the community at large.

Keys to Success in College

Motivation is key. People are responsible for motivating themselves. College is tough and demanding. Students may have to sacrifice some free time or refuse that extra shift at work because of an upcoming test or assignment. Yes, grit is going to be tested. One method to stay on track is to keep the educational or career goal in mind. When times get tough, remind yourself of this goal. Here are a few other keys to success:

Enroll in College Success Seminar (COL-101/ESL 100). It's required for all first-time freshmen at SCC, and ESL 100 is taken in conjunction with other ESL courses. Learn what resources are available to you to help you succeed, plan for your degree, research possible careers, gain time management skills, and connect with others.

Master your time. There is only so much time in a day. Therefore, be realistic about the number of courses you take. Remember that you still need to study, sleep, work, and handle other obligations that take up time. It is much better to take fewer classes and do very well rather than taking more that you can handle and barely succeed.

For college courses, the minimum study time is two hours a week for EACH credit hour you are enrolled in.

Read the course syllabus and consult it as needed. Your professor will hand out the syllabus, usually on the first day of class. This document is critical to your success in the course. Due dates, expectations, assignments, grading information, the instructor's contact information, office hours and other information can be found on the syllabus.

Keep a planner. From the syllabus, note when tests and papers are due. Schedule work, study time, sleep, and any other obligations.

Divide up larger projects into smaller chunks. Quizzes and tests are studied for over the course of a week. Paper or project ideas should begin when the instructor hands out the assignment.

Do not miss class and make sure to arrive on time. College classes cover material at a much faster rate than high-school classes do, so missing classes can cause you to fall behind quickly.

Professors want you to succeed. Visit your professors during office hours if you have questions or need clarification.

Actively engage in your classes. Participate, ask questions and demonstrate interest in the subject. Turn off your cell phone.

Learn what resources SCC offers and where they are located. If you are not sure, ask an academic counselor for assistance.

Get involved with student activities and clubs. Your experience at SCC can be awesome and you will only get out of it what you put into it. So, go ahead. Join a club and meet new people, connect with others, gain leadership skills and have fun!

Maintain your health. Eat well, sleep well, and schedule some sort of regular physical activity. These activities are often the first neglected when time is limited but also the most important to help you succeed.

Do not plagiarize! Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific documentation, and, if verbatim (exact) statements are included, through separation from the rest of the paper by indentation or quotation marks (“ . . . ”) as well. By submitting work for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Check your student e-mail (my.stchas.edu) and Canvas e-mail/pages every day. This is how your professors/instructors communicate with you. Your student e-mail is also used for official college communication from offices such as enrollment services or international student services.

Essential Manners at SCC

Remember that the ESL and other faculty members and staff do not live at the college. To meet with your professor, please visit during the stated office hours; making an appointment is advisable. Do not think that you can stop by the ESL Faculty members' (instructor's) office and find the faculty member there just waiting for you. The same goes for advisors! Remember that they are busy as well.

The chair of the English Language Institute has an office in HUM 203, and adjunct faculty members have an adjunct office in the HUM 203 as well. If your instructor is not in the office, do not expect the Department Office Coordinator at the front desk to search for the instructor or explain where she or he is at. That is not her job.

Come to class. E-mail your professor if you think you might miss class because of sickness or an emergency, and make sure to use your student e-mail, not your personal e-mail. Find out whether your professor prefers Canvas or SCC (stchas.edu) e-mail. When e-mailing your professor, please use a salutation such as “Dear Professor,” or “Hello, Dr./Mr./Ms.” Do not forget to sign your name at the end of the e-mail.

Ask a classmate for contact information so that you can get notes or information about a class you may miss. It is not your professor's job to conduct another private class with you after you miss a class.

Complaint Process

When you have concerns about a professor, try not to gossip and make unkind comments to other students, staff members, tutors, or other professors. Do try to address the issue. **There is a proper procedure for grievances, especially about grades.** If you have a problem with a professor's approach or with your grade in a class, do not be afraid to discuss your concerns with your **professor**. Often, the professor is grateful to have a student identify a concern. This is the first step.

After approaching the professor, please take your concerns to the chair of the department. If that does not yield results, please make an appointment with the dean of the division. Finally, the last place to go is the **Office of Academic Affairs and Enrollment Management, SSB 2110.**

Attendance Policy

SCC's attendance policy is the following: "The college has no plan of recognized class "cuts" or absences. You should attend all class meetings in which you are enrolled. In general, students are considered excessively absent when they have missed a class more times than the credit hour value of the course. Excessive absence may be sufficient cause to fail the course. For distance classes, "attendance" will be defined as active participation in the course as described in the individual course syllabus. The final decision as to what constitutes excessive absence from a class is left to the instructor and will be outlined in the course syllabus. Students should discuss any absences with their instructor."

Students who are absent from classes while participating in college-sponsored events or activities will not be automatically penalized for the absence. It is the expectation that students will normally be excused from class except under extraordinary circumstances. Students must complete the following procedures to determine the outcome of their absence for each missed class.

- Students should make every effort to schedule college-sponsored activities around classes.
- Students are responsible for notifying their instructors in advance of the absence. When possible, contact your instructor at least two weeks before the event/activity. Face-to-face interaction between student and instructor is preferred.
- In advance of the activity, students must provide their instructor(s) a completed Event Form for each missed class. Student Event Forms are available to student athletes in CC 104 and for members of clubs and organizations in CC 102. This form will help you discuss the potential effects of the absence with your instructor.
- Students are expected to make up any class work in a time frame to be determined by the instructor. When a test is scheduled for the day of the expected absence, students should discuss with their instructor how to make other arrangements to take the test. You should use the ACE Tutoring Center for additional help and the Assessment Center for make-up tests.
- If you fail to inform the faculty in advance of the expected absence, the absence may or may not be accommodated at the instructor's discretion.
- Absences for the student-related activity will be reflected in your attendance record.

Repeating Courses

You may repeat a course twice. For the third time, you need the signature of the Department Chair. More information on this is available at the following address: <https://www.stchas.edu/academics/college-catalog/course-degree>.

Serious Concerns or Threats

If you have serious concerns about sexual or other types of discrimination, these may be Title IX issues. Title IX of the Education Amendments of 1972 protects people from sexual discrimination in educational programs and activities at institutions that receive federal financial assistance. This is one of many rules and regulations that protect students. In Title IX cases or if you feel threatened, please **contact Diane Arnzen, Advising Director, at darnzen@stchas.edu or 636-922-8238. More information on reporting procedures can be found at <https://www.stchas.edu/about-scc/employment/title-ix/>.** Your ESL 100 class will also discuss Title IX. Of course, if the concern could put you in danger, contact the college police at 636-922-8545. In cases of emergency, such as a fire or bad accident, you can also call 911. Here is a link to a great article on when to call 911: <http://www.safebee.com/home/when-you-should-and-shouldnt-call-911>.

English Language and Culture Institute

SCC's English Language and Culture Institute, with its major program known as the Academic English as a Second Language Department, offers non-native speakers the opportunity to participate in a full program to improve their reading, grammar, composition, listening skills, speaking skills, and cultural knowledge through credit English as a Second Language (ESL) courses. These courses serve as academic preparation, with some of them also fulfilling general education requirements or serving as pre-requisites. The program also offers Intensive English classes for those not quite ready to enter Academic ESL at the college level. Those courses have a prefix of INE instead of ESL.

The following English as a Second Language courses are offered:

- **ESL 100:** SCC Success and Skills for Non-Native Speakers (3 credits)
- **ESL 103/SPE 100:** Pronunciation, Communication, and Listening for Non-Native Speakers (4 credits)
- **ESL 104 (RDG 104 equivalent):** College Reading for Non-Native Speakers (4 credits)
- **ESL 105:** (COM 101 equivalent) Advanced Conversation for Non-Native Speakers/Communication (3 credits)
- **ESL 106 (RDG 106 equivalent):** Advanced College Reading for ESL Students (3 credits)
- **ESL 107:** Intensive Grammar Review for Non-Native Speakers (4 credits)
- **ESL 108:** Intermediate Grammar and Composition for Non-Native Speakers (3 credits)
- **ESL 109:** Research Writing for Non-Native Speakers (3 credits)
- **ESL 112:** Academic Vocabulary Across the Disciplines (1 credit)
- **ESL 113:** Advanced Vocabulary for Special Purposes (1 credit)
- **ESL 115:** Community as Classroom Lab (0-credits)
- **ESL 116:** ESL Conversation and Current Events (1 credit)
- **ESL 120:** Success in Health Care Careers for Non-Native Speakers (3 credits)
- **ESL 199:** Study of U.S. Community and Culture (1 credit)
- **ESL 290:** Academic English Practicum (1-4 credits)
- **ESL 299:** Academic English for Special Purposes (such as business, computer science) (3 credits)
- **English Language Institute**
- **ECI 109** Research Writing for Advanced ESL and World English Speakers

Intensive English courses (offered in summer and select semesters)

- **INE 100:** Intensive English Emerging Skills (9 credits)
- **INE 101:** Reading and Writing for Non-Native Speakers (3 credits)
- **INE 102:** Listening and Speaking for Non-Native Speakers (3 credits)
- **INE 111:** Emerging Vocabulary 1 for Non-Native Speakers (1 credit)
- **INE 112:** Emerging Vocabulary 2 for Non-Native Speakers (1 credit)
- **INE 190:** Intensive English Practicum (1-3)
- **INE 199 (RDG 190):** Phonics & Fluency (2 credits)

ESL 115

Community as Classroom Lab

What is this class about?

- This 0-credit course is a requirement each semester for anyone enrolled in ESL or ESL-equivalent courses, and it is optional for Non-Native Speakers in other classes, such as English.

Is ESL 115 required?

- ESL classes typically require at least 9 pts or attendance/participation in a minimum of 3 classes/activities. This number is required for EACH ESL course you are taking. Example: I have 4 ESL classes; I need 9 points in each course, for a total of 36 points. This means I must attend at least 12 ESL 115 classes or independent Community Classroom Activities (listed in your syllabus). Sometimes the teacher will specify an activity that counts as one of the required activities.
- Additional attendance to ESL 115 sessions will result in extra credit, which is added at the end of the semester and will help improve your grade. Usually each course is limited to 15 points extra credit.

When does this class take place?

- Dates vary, but check your 115 syllabus for more information. Workshops, labs and activities usually begin before or after ESL classes, so it is easier for students to come to the class.
- The workshops, labs, and activities are a half hour to one hour long.

Where does it take place?

- The workshops typically take place in the Humanities building, but always check your syllabus and the 115 Canvas page for verification. Some workshops may be recorded or via ZOOM. *During COVID, most are on ZOOM.

Why is ESL 115 important?

- It helps the student with ESL classes. Students learn about grammar, writing, vocabulary, research, and more.
- Additionally, there are conversation labs and activities where students improve their speaking and listening skills.
- Just as importantly, it encourages students to become involved in the community and the college, which has been proven to contribute to student success.

How does ESL 115 help students?

- The students get extra credit for coming to ESL 115.
 - Students have more success in their ESL classes, as a result of coming to ESL 115.

Who teaches ESL 115?

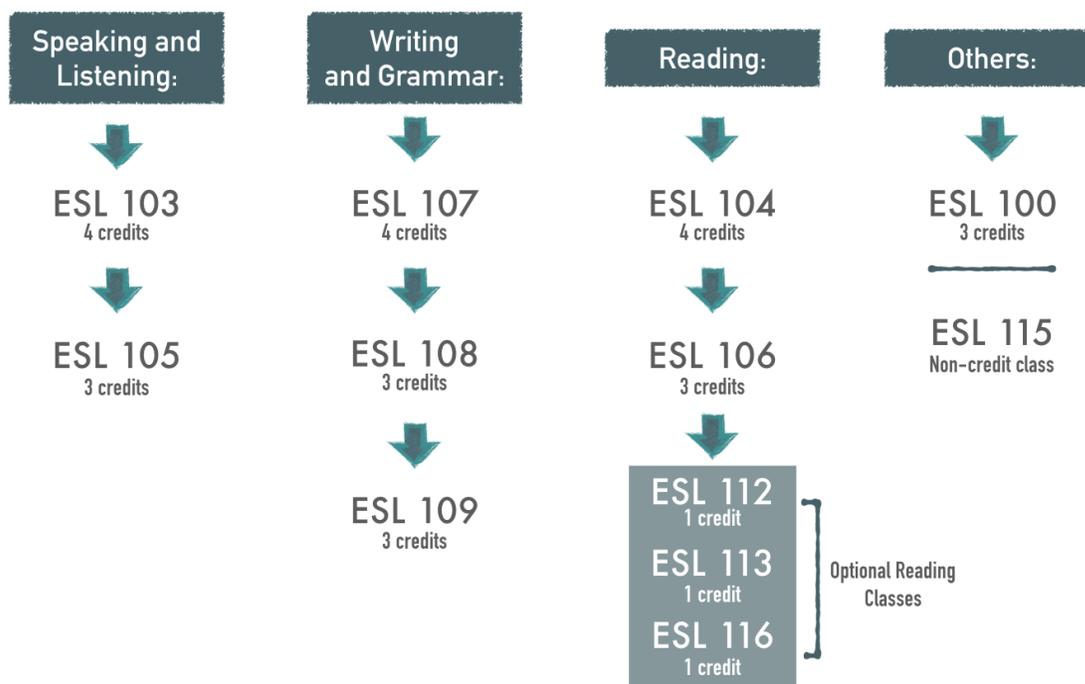
- The ESL Specialist teaches many of the sessions along with the help of Dawn Huffman and other adjunct ELCI instructors.

Certificate of Specialization in ESL

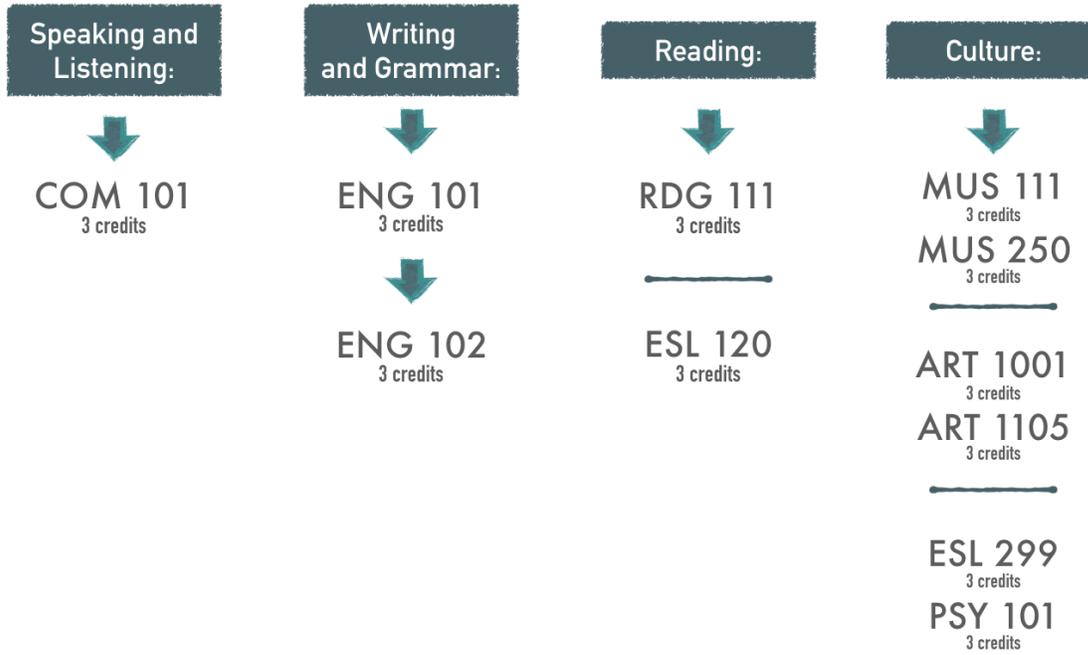
A Certificate of Specialization in English as a Second Language targets non-native speakers who are working to build English language skills while preparing to take college courses in all disciplines. It also aids those who would like to show their proficiency in English for other educational or career purposes. A flow chart is below, but more details are available at <https://www.stchas.edu/academics/majors-degrees-certificates/English-as-a-Second-Language-CS>.

This certificate contains 18-22 credit hours, encouraging mastery of English Reading, Writing and Speaking skills, and would consist of at least, but not limited to six courses.

General Education Requirements (required take 9-12 credits)



Advanced Communication & Culture Requirements (required take 6 credits):



Electives (required take 3 credits):

Any INE	Any ESL	Any COM	Any BTC
Any ART	Any PSY	Any ENG	Any LIT
Any LIT	Any PHE	Any THE	Any CPT
Any RDG	Any MUS	Any AGS	Any BIO
Any PHY	Any HIS	Any POL	Any MAT
Any ACT	HMS 100	Foreign Language*	

*must have completed ESL 108.

English Fundamentals Certificate

An English Fundamentals Certificate is also available for those who want to establish intermediate proficiency in English. The plan for that certificate is below.

English Fundamentals Certificate 12 to 16 credits

Pre-requisite	
INE 100 (or chair approval/testing out)	
General Requirements	9 credits from below
INE 101 Reading and Writing	3
INE 102 Listening and Speaking	3
ESL 100 Student Success for Non-Native Speakers	3
Electives	Student must choose at least one course from below (at least 3 credits)
INE 199 Phonics and Fluency	2
INE 111 Emerging Vocabulary 1	1
INE 112 Emerging Vocabulary 2	1
ESL 199 U.S. Community and Culture	1
MUS/ART/PHE (non-intensive English)	1-3
Intermediate course / communication experience capstone	1-4 or 30 clock hours AEL intermediate
ESL 103 Pronunciation and Listening or ESL 107 Intensive Grammar	4
Practicum (INE 190 or ESL 290)/30 hours AEL intermediate level courses taken simultaneously with INE courses	1-3/ -----

*Below is an example of an ESL student's typical sequence/levels, but students may be placed in varying levels based on their personal goals and learning needs as well as their skills in the different areas of reading, writing, listening, speaking and cultural knowledge. The alignment with Common European Framework of Reference levels for all language learners is written on the chart, but we consider the levels to be **beginner, high beginner/low intermediate, intermediate, advanced, and high advanced/ mastery regarding outcomes within the ELCI program** itself. *

Example of Non-Native Speaker Pathway

INE LEVEL 1 (A1)	INE LEVEL 2 (high beginner/low intermediate, A2)	ESL LEVEL 1 (intermediate, B1)	ESL LEVEL 2 (high intermediate, B2)	ESL LEVEL 3 (advanced, high B2-low C1)
ESL 100 (1) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)
INE 100 (9 credits)	INE 102 (3 credits)	ESL 103 (4)	ESL 105/SPE 101 for NNS (3)	ESL 105/SPE 101 for NNS (if not taken previously) (3)
INE 111 (1)	INE 101 (3)	ESL 104 (4)	ESL 106 (3)	ESL electives if desired
INE 112 (1) (can be taken in next semester)	INE 111 (1) and/or INE 112 (1) If not taken previously	ESL 107 (4)	ESL 108 (3)	ESL 109 /ESL 109 (may be accompanied by English 101 with chair placement)
ESL 115 (0)	ESL 115 (0)	ESL 115 (0)	ESL 115 (0)	ESL 115 (0)
	INE 199 (2)	ESL electives (possible or recommended)	ESL electives (possible or recommended)	General education courses/ESL certificate courses
	INE 190 (1-3)	Math in some circumstances	Math or general education classes/ESL 120 for healthcare majors ESL 299 English for Specific Purposes (business, engineering, etc.)	ESL 120 for healthcare majors if not taken previously/math/general education courses ESL 299 English for Specific Purposes (business, engineering, etc.) if not taken previously

Student Placement

How do we place our students when they enter SCC?

When we place our students, we look at a combination of reading, listening, language use, speaking, and interviews. We also look at the subcategories of vocabulary and fluency when conducting interviews and reading essays, and we may employ in-office testing.

Most heavily weighted in consideration are the following, in order of importance: essay, oral interview, listening Accuplacer, reading Accuplacer, and language use Accuplacer. * Accuplacer is currently not being used due to the assessment center being closed for COVID-19. Other instruments are being used in their place. When at all possible, we try to keep students in one level because of collaboration between classes and the way the schedule fits together. Electives may be recommended to address more specific fluency/vocabulary issues. It is possible to have split levels, however. For example, if a student comes in and has scored “advanced” in the listening portion of the Accuplacer and “advanced” on the oral interview, but scores a “intermediate” on the essay, the student may be placed lower in writing but higher in the other courses.

The English Language and Culture Institute, made of the Academic ESL Department (ESL), the Intensive English Department (INE) and the English Culture Institute (ECI) courses, encourages students to appeal their placement when they believe it is incorrect. The appeal may consist of one or more of the multiple measures used as determined by the department. For example, the ESL Accuplacer taken too soon may not be valid. **Once a student has entered an ESL course, no appeal will be allowed.** However, if the ESL faculty members believe a non-native speaker has been inaccurately placed, the Academic ESL Department may make adjustments to the student’s placement even after the student begins taking Intensive English and ESL courses.

How do students move from level to level, class to class?

Students progress by achieving the outcomes in their classes, all which include both a combination of independent out-of-class and in-class assessments. A “C,” which indicates satisfactory achievement of outcomes, is necessary to move to the next level in any of the reading, writing, or oral/receptive communication strands. We also post-test students in the Accuplacer as well as with departmental essays, not for promotion purposes, but rather to show how students have improved as a whole. It is a “test” for our department – are we doing our job?

Non-Native Speaker Assessment Process and Appeal

Non-native speakers need to make an appointment for an ESL interview as part of the placement/testing process. This appointment can be made by going to the following webpage: <https://www.signupgenius.com/go/scc-elci-appointment>. Students should select ESL Interview and then choose to meet with either Dr. Dawn Huffman, Chair of the English and Culture Language Institute or the ESL Specialist. This is best done after the other ESL essay and placement results are available but must be before the student has started courses. Students who wish to inquire about the Academic ESL and INE programs or who are unable to schedule an interview time may contact Dr. Dawn Huffman at dhuffman@stchas.edu or call 636-922-8574. More information on this and other assessments can be obtained by going to the following website: <https://www.stchas.edu/student-life/student-services/assessment-center/>.

SCC Resources

The following information is compiled from the SCC website and put here for students' convenience. For accuracy purposes, most of the information is snipped directly from the website, and in those cases, the web pages are cited to show where the information came from and to allow students to find out more.

Advising Information

Determining your schedule and deciding what classes to take can be overwhelming. Every student at SCC can access an advisor to help make this process a bit easier.

In order to get the courses you need during the time you want, make sure to register early! Watch the SCC website and check your email for registration dates. Typically, for fall classes, students can register in April. For spring classes, students can begin registering in October. **ESL students should check with their ESL advisors to determine the next level in their plan.**

International student (students with F1 student visas) advisors:

- **Amanda Main – DSO**
International Student Support Specialist
636-922-8611
lbenardy@stchas.edu
- **Christal Thomas -- DSO**
International Academic Advisor
cthomas@stchas.edu
636-922-8248

ESL advisors:

- **Dawn Huffman**
Chair, English Language and Culture Institute
Academic ESL/INE programs
dhuffman@stchas.edu
- ESL Specialist (ACE Center) (to be named)

To schedule an appointment for advising, go to <https://www.signupgenius.com/go/scc-elci-appointment>

Mental Health Services

From the website: <https://www.stchas.edu/student-life/student-services/mental-health-services/>

A mental health counselor is available to assist all current SCC credit students. If you have personal issues that are interfering with your college career or student life, contact mental health services. If you're a current student, you can schedule an appointment by calling 636-922-8536.

Counseling sessions are:

- Free of Charge
- Confidential
- Short-Term & Solution-Focused
- 45-Minute Sessions

Mental Health Service Contact Info:

636-922-8536

ADM 1123

After-hours and need immediate assistance? Call the crisis Behavioral Health Response line at 314-469-6644 or 1-800-811-4760.

ACE Center

From the website: <https://www.stchas.edu/student-life/student-services/tutoring-services/>

The ACE Tutoring Center is your best friend at SCC. The ACE center can help students uncover the tools and techniques they need for success in college. The center offers tutoring in math, science, English or writing.

You can schedule a time to meet with a tutor for a 25-minute session in person or by calling ahead. While you can schedule up to four sessions per week, you may want to start slow with one or two appointments per week. Appointments cannot be back-to-back. Appointments will be cancelled for students who are ten minutes late, and the next student waiting will be helped.

Cancellations, no-shows or reschedules waste the time of tutors and the time of students. Try to be punctual and reliable when booking an appointment. If a student fails to show up for an appointment without proper cancellation 3 times, the student could lose the right to use the ACE center.

If a 24-hour notice is given to cancel an appointment, this will not count towards the no shows/cancellations.

ACE Tutoring Center Hours

7:30 a.m.-9 p.m. Monday-Thursday and 9 a.m. -3:30 p.m. on Friday.

Location

Social Sciences Building, Room 2201 (Second Floor) or VIA ZOOM, especially during COVID. *Masks required for in-person.

Call 636-922-8444 for an appointment

Library

The library at SCC is filled with wonderful resources. Student can borrow books from the library, access reference material, utilize online databases, and much more. The librarians love to help our students! For questions, see the librarian on duty. Additionally, if you are at home, you can always chat with a librarian using the “chat” feature on the library webpage.

Contact Information:

CIRCULATION DESK-636-922-8434

REFERENCE DESK-636-922-8620

Library Hours :

MONDAY – THURSDAY 7:30 a.m.- 7:00 p.m.

FRIDAY 7:30 a.m.- 4:30 p.m.

Saturday 9 a.m. to 2 p.m.

Career Services Center

The career services center is a resource which is available to all SCC students. The career services center can help students with career exploration and job search. They can help you determine a future career for your personality and skillset. Additionally, they can help with resume writing and interview skills. For more information, stop by or make an appointment.

Contact Information:

- **Jenny Hahn Schnipper**
Career Services Manager
636-922-8244
Office location: ADM 1204

Department of Public Safety

From the website: <https://www.stchas.edu/student-life/student-services/mental-health-services/>

The department of public safety or campus police is a great resource with students. They work to keep our campus safe and help students with many concerns.

Reporting a Crime

All students, faculty and staff are encouraged to report any crime or criminal activity to the Department of Public Safety (DPS) at 636-922-8545 (on campus, dial 8545). The Department of Public Safety will investigate, or report to the appropriate law enforcement agencies, all incidents of crime or criminal activity on campus. DPS also will cooperate with local police agencies in monitoring any off-campus criminal activity.

Building and Parking Lot Safety

Building and parking lot safety services are provided for students and faculty throughout the year. If you need to contact a Public Safety officer, you may inquire at the Welcome Center in the Administration Building, use the phone located at the Welcome Center to call the Department of Public Safety at extension 8545, use a cell phone to call 636-922-8545 or ask any staff member to call the Department of Public Safety (DPS).

In an emergency situation, you should call 636-922-8545 from the nearest phone. DPS will respond immediately. Emergency phones are located in all elevators, hallways and classrooms of every building. Emergency phones are also located in each parking lot. Look for the blue light pole near the sidewalk.

Motorist Assist Services

The Department of Public Safety offers a motorist assist service to all students, faculty, staff and visitors on the college campus. When contacting the DPS dispatcher please provide your name, location, vehicle description, a call back number and what type of service is needed.

Services provided by DPS include:

- Jump starts for dead batteries
- Lock out assistance for keys locked in the car
- Compressor for low or flat tires
- Loaner gasoline can

Simply call 636-922-8545 from your cell phone or use one of the blue light emergency phones located on every campus parking lot.

Financial Services

From the website: <https://www.stchas.edu/admissions/financial-aid/>

The Financial Services Department will help students determine eligibility for scholarships and other financial aid available from SCC, as well as many federal, state and local sources.

It is important to pay your bill on time, in order to avoid being dropped from classes. For questions, call, email or visit the financial services department.

Check your Financial Aid Status and review bills by logging into your MySCCPortal. Scroll down to the box titled SCC CONNECTION. Click STUDENT and then FINANCIAL AID. One of the options will be Financial Aid Checklist. From there you can access your Financial Aid status and Satisfactory Academic Progress.

Financial Services Contact Info:

Office: ADM 1113

Phone: 636-922-8360

Admissions & Financial Aid Office Hours:

Beginning July 27, 2020, students can request appointments Monday through Thursday. Appointment times are Monday and Wednesdays from 9 a.m. to 3:30 p.m. and Tuesday and Thursday from 9 a.m. to 6 p.m.

Webpage: <https://www.stchas.edu/admissions/financial-aid/>

Scholarships

From the website: <https://www.stchas.edu/admissions/financial-aid/types-aid/scholarships>

Scholarships are funds that do not require repayment. They range from a specific amount given in a particular semester to a full scholarship of tuition, fees and books for up to four continuous semesters. Scholarships are based on a wide range of criteria that include academic achievement, enrollment in a specific career program, leadership involvement, talent and athletic ability.

April 1, 2021 is the deadline to apply for tuition scholarships.

More than \$115,000 in scholarships is made available each year between the SCC Foundation and the Board of Trustees.

To learn more about the scholarships offered by the SCC Foundation, visit <https://www.stchas.edu/admissions/financial-aid/types-aid/scholarships>

Small scholarships are also available to help pay for books. The deadlines are below:

Summer Semester: May 15 – May 21

Fall Semester: July 1 – July 7

Spring Semester: November 1 – November 7

To learn more about book scholarships specifically, go to <https://www.stchas.edu/docs/pdfs/18-0709-Book+Scholarship+Flyer2018.pdf>

Clubs & Social Events

From the website: <https://www.stchas.edu/student-life/clubs-organizations>

You might come to a meeting for the free food, but you'll stay for the chance to learn more, laugh more, and make new friends and strong connections. With 45+ clubs and organizations at SCC, it's easy to find something that interests you. For a complete listing of clubs, visit <https://www.stchas.edu/student-life/clubs-organizations>

Global Student Network

From the website: <https://www.stchas.edu/student-life/clubs/Global-Student-Network>

Global Student Network (GSN) provides the opportunity for international students and others to share their experiences and culture with each other. GSN hopes to educate the college and local community about their cultures and countries and to learn more about American culture from the college and local community.

For more information:

<https://www.stchas.edu/academics/credit-programs/international-studies>

DR. DAWN K. HUFFMAN	MS. MEREDITH STRUEBING
ASSOCIATE PROFESSOR/CHAIR	ESL Instructor
636-922-8574	_____
dhuffman@stchas.edu	mstruebing@stchas.edu

Community Service

From the website: <https://www.stchas.edu/academics/credit-programs/service-learning>

Community service is to help others, so the community as a whole can be improved. People engaged in high quality service learning meet the needs of their communities while increasing their own academic achievement. Most importantly, students will engage equally with learning and service and reflect on the connections.

How it works: When students provide service (through volunteering, service-learning, or a combination of service opportunities) to community organizations government agencies, or community-wide initiatives over the course of a single semester, they track their hours with the Semester of Service Logbook.

Recognition: At the end of the semester, students who have provided 45 hours or more of service will be eligible to receive the following:

- A Certificate of Service:

Community Contributor.....45 hours

Community Changer.....70 hours

Community Catalyst..... 100 hours

Please note that all service hours must take place within a single semester (Fall, Spring, or Summer)

- Missouri Campus Compact website recognition
- A letter of recognition to the student
- A letter to the president of the student's institution
- Two letters to people (parents, employers, coaches, instructors, preferred transfer institutions, etc.) chosen by student

How to participate: All interested students should contact one of the Service-Learning coordinators.

Service Learning Coordinator Contact Information:

Bryonie Carter

Associate Professor

636-922-8266

bcarter@stchas.edu

Cougar Athletics

Athletics are an important part of student life at SCC. The school fields five intercollegiate sports teams: cross-country for men and women, soccer and baseball for men, and soccer and softball for women.

To access collegiate game schedules, visit <https://www.stchas.edu/student-life/athletics/teams/>

SCC also offers two co-ed club sports for students to participate in:

- Basketball
- Roller Hockey

Prior to participation, each student must show proof of medical insurance as well as a current physical. Forms are available for pick-up from the club advisor. Each club has its own procedures and costs for tryouts, so please contact the advisor or coach for more information.

Fitness Center

From the website: <https://www.stchas.edu/student-life/health-fitness/fitness-center>

The College Center, a multipurpose facility, is located in the northwest quadrant of the campus. A major purpose of programming in the College Center is to assist in the promotion of health and wellness for the campus community by providing a healthy environment for personal development through physical and recreational activities.

Students, faculty and staff have access to the Fitness Center, which provides fitness assessment and a complete weight machine circuit.

Admittance to the Fitness Center requires successful completion of the credit class PHE 118 Fitness Center I and a student ID card to prove current college student status. Current faculty and staff should call 636-922-8219 to make an appointment for orientation lessons on the equipment.

The Fitness Center is not available for open use during scheduled classes. Please check the class schedule or posted schedule on the Fitness Center whiteboard for "open" use times.

The gym is open for recreational sport activities when not scheduled for regular college activities or special events.

Who's Who

Below you will find a list of instructors and other pertinent people involved with the Academic ESL Department.

Vicky Herbel

Interim Dean of Arts, Humanities, and Social Sciences

mvorachek-warren@stchas.edu

Dawn Huffman

English Language and Culture Institute Chair

dhuffman@stchas.edu

Meredith Struebing

ESL Adjunct Faculty

ELCI Enrichment Faculty Lead

mstruebing@stchas.edu

Shannon Beahan

Division Coordinator

sbeahan@stchas.edu

Brooke Helling

ESL Adjunct Faculty

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Adelina Blood

ESL Adjunct Faculty

ablood@stchas.edu

Melissa Maracle

ESL Adjunct Faculty

mmaracle@stchas.edu

Virginia Guneyli

Director, International Student Support Services

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Janet Long

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Jordan Duke

ESL Adjunct Faculty

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Rosa Thomas

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Michelle Bailey

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mbailey@stchas.edu

Perry Gross

ESL Adjunct Faculty

pgross@stchas.edu

Katie Brown

ESL Adjunct Faculty

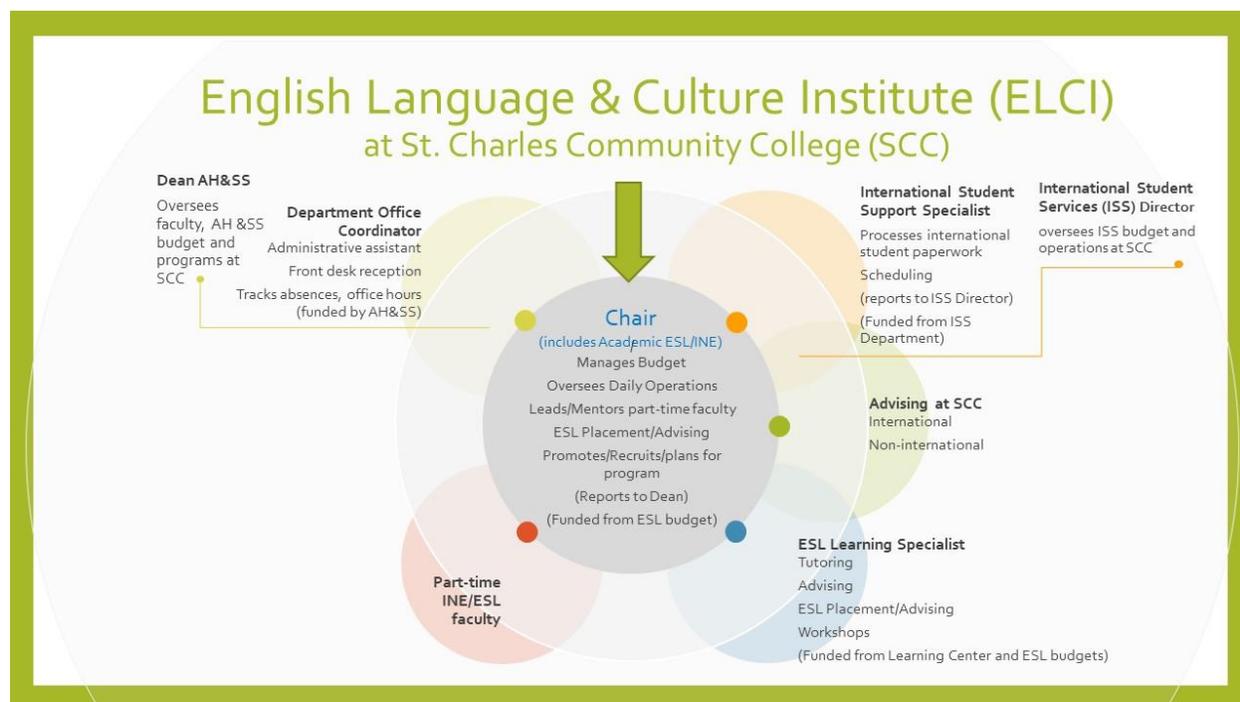
kbrown@stchas.edu

How is the ELCI Structured?

The English Language and Culture Institute structure is attached here:

The English Language and Culture Institute operates on a team basis. The chair, formally under St. Charles Community College, cannot formally be a supervisor for faculty members because she is still part of faculty (having to do with union rules). Nevertheless, the chair acts as the team captain: She performs administrative duties, sets the direction of the program, oversees daily operations, leads part-time faculty, maintains the budget, promotes/recruits to her program, and works closely in conjunction with the ESL Learning Specialist, who acts as staff, tutor, and part-time faculty. Also supporting the team in daily operations are Shannon Beahan, the department office coordinator (administrative assistant), and Amanda Main, the International Student Support Specialist in International Student Services (ISS), who processes immigration and other paperwork for the international students.

(Others on the periphery in the college overall structure include International advisor Christal Thomas and the Student Services advisors who work with scheduling. Dr. Holly Martin, vice president of academic and enrollment services, and Vicky Herbel, as dean of Arts and Humanities, who has oversight over the budget and is the direct supervisor of the chair. Virginia Guneyli, director of ISS, supervises Amanda Main and is responsible for contracts with third parties and institute articulations, as well as other support services, such as housing, as it concerns international students, and transportation).



Important Phone Numbers

Adult Education and Literacy: 636-922-8411

ACE Learning Center: 636-922-8444

Assessment Center: 636-922-8629

Athletics: 636-922-8250

Bookstore: 636-922-8448

Enrollment services: 636-922-8234 (A personal visit may be better as this office is very busy.)

Fitness Center: 636-922-8219

Help desk: 636-922-8555

Information Desk: 636-922-8400

International Student Services: 636-922-8611 (Laurie Bernardy, ISS Student Support Specialist and Christal Thomas, advisor)

Public Safety: 636-922-8545

Student Activities: 636-922-8214

Student Success Office: 636-922-8536

The campus directory can be found at the following website: <https://www.stchas.edu/about-scc/directory>

Useful links

Student portal: https://myscc.stchas.edu/faculty_staff/Pages/default.aspx

English Language and Culture Institute: <https://www.stchas.edu/academics/departments/English-Language-and-Culture-Institute>

International Student Handbook: https://www.stchas.edu/docs/pdfs/SKMBT_28318110106420.pdf

St. Charles Community College Student Handbook: <https://www.stchas.edu/academics/college-catalog/student-handbook>

International Student Services: <https://www.stchas.edu/admissions/international/>

Community Resources

Transportation

Transportation is a vital component of student life. If you do not own a car, check out some of the transportation resources available in the area:

- ACE CAB Company (Tel:(636) 925-1838); Cab at www.acecabstcharles.com
- Lyft
- UBER
- Share the ride (facebook.com/groups/SCCRidesharing)

Area Housing

Students can stay in nearby apartments or on campus in Campus Lake Apartments. It is the student's responsibility to find a place to stay although International Students Services may assist international students. Below: Campus Lakes Apartment, 1100 Campus Lake Drive, 636-442-0010, <https://campuslakeapartments.com>



Other apartments:

- The Loft at Harmony Ridge, 1601 Cottleville Pkwy, Cottleville, MO 63376; 636-441-6100
- Ridgewood Village, 100 Ridgeway Lane, St. Peters, MO 63376; 636-970-2229
 - in back of Mid Rivers Mall next to St. Peters Police station; loves our students
- Sandalwood Creek Apartments, Outer road at Hwy. 70/Cave Springs; 636-946-6128
 - will rent to SCC students -just show ID
- The Vinings at Bordeaux, Bryan Road/ Hwy70, O'Fallon, MO; 636-978-2222
 - Tell them you are an SCC Student for possible discount

Student Health Insurance

From the website: <https://www.stchas.edu/student-life/student-services/student-insurance-options>

The college recommends that all students seek health and accident insurance if they are not adequately covered by a family or work insurance plan. For ISS students: **You must have minimum insurance coverage for one full semester (4 months) – it is preferred to have one full academic year of coverage (9 months). Submit your semester insurance before classes begin. Failure to do so can result in you being dropped from classes. Email iss@stchas.edu if you have questions about health insurance in the US. Check with ISS for the most recent health insurance situation.**

Health Care Resources

Mercy Urgent Care
107 Piper Hill Drive
Suite 100
St. Peters, MO 63376
Phone: [\(636\) 447-4149](tel:(636)447-4149)

St. Peter's, MO 63376
636-916-9000

St. Charles County Department of Public Health
1650 Boone's Lick Rd.
St. Charles, MO 63301
636-949-7400

Barnes Jewish St. Peters Hospital
10 Hospital Drive

Area Attractions

The St. Louis Metro Region has many attractions. Below you will find a short list of some of the most popular. You can learn more about the community during our ESL 199 U.S. Culture and Community Course and from field trips with Global Student Network, ESL 115, and SCC Student Activities. *During COVID, field trips are limited or may be virtual.

- Main Street, St. Charles
- The Arch
- The St. Louis Zoo (free)
- The St. Louis Science Center (free)
- The City Museum
- Grant's Farm
- Cathedral Basilica St. Louis
- Forest Park
- Missouri Botanical Garden

Sources

St. Charles Community College. <https://www.stchas.edu/>. 2018-20.

Academic Calendars



Academic Calendar Spring 2021

Open registration (new, current and returning students)*	Oct. 19-Jan.18
All tuition and fees due at noon	Jan. 19
Last day for add/drop	Jan. 22
Classes begin	Jan. 15
Martin Luther King holiday	Jan. 18
Last day to change from credit to audit/audit to credit	Feb. 12
Midterms due at 7 p.m.	March 14
Spring Break	March 15-20
Last day to drop and receive a "W"	April 1
Spring holiday	April 2-3
Last day of classes	May 10
Finals	May 11-17
Commencement at 10 a.m.	May 15
Final grades due at noon	May 20

**No in-person registration on Saturdays, Sundays or holidays; online registration is available. In-person registration is closed Nov. 25-29, Dec. 24-Jan. 3.*

***Tuition and fees must be paid by this date and time or student will be dropped from all enrolled classes.*

Term	Start/end dates	Tuition & fees due	Last day to add a class	Last day to change from credit to audit/audit to credit	Last day to drop and receive a "W"	Midterms grades due	Final grades due
Pre-Spring 1st Week	Jan. 4-10	4 p.m., Dec. 17	Jan. 4	Jan. 5	Jan. 5		Noon, Jan. 12
Spring 1st 8-Week	Jan. 15-March 11	Noon, Jan. 19	Jan. 20	Jan. 25	Feb. 18		Noon, March 14
Spring Late-Start	Feb. 5-May 15	7 p.m., Jan. 19	Feb. 8	Feb. 22	April 14	7 p.m., March 25	Noon, May 20
Spring 2nd 8-Week	March 12-May 17	7 p.m., March 4	March 15	March 22	April 15		Noon, May 20

Refund Policy and Dates

Per Board Policy 417, the tuition refund policy is as follows: If a student withdraws from a course or from the college during the first two weeks after the start of the semester, a 100 percent refund will be processed on the date that the student withdraws.

If a student withdraws from a course or from the college, the student may receive a tuition refund for that session or semester, provided an Add/Drop Form is completed and filed with Enrollment Services within a specified time, or the student withdraws online via SCC Connection. The date of the Add/Drop Form or the date the online drop is completed determines the eligible refund.

Pre-Fall Terms: 100 percent of refunds will be issued for withdrawals processed prior to the first day of the term. No refunds will be issued after the term begins.

Refunds are calculated based on calendar days from the start date of the term. Refunds are prorated for courses less than 16 weeks in length.

When a refund date occurs over the weekend, it will be necessary to drop online through SCC Connection in order to qualify for the scheduled refund amount.

Refund schedule	Last day for 100% refund
Pre-Spring 1st Week	Jan. 3
Spring 1st 8-Week	Jan. 20
Spring Main-Semester	Jan. 28
Spring Late-Start	Feb. 16
Spring 2nd 8-Week	March 19

Campus Maps

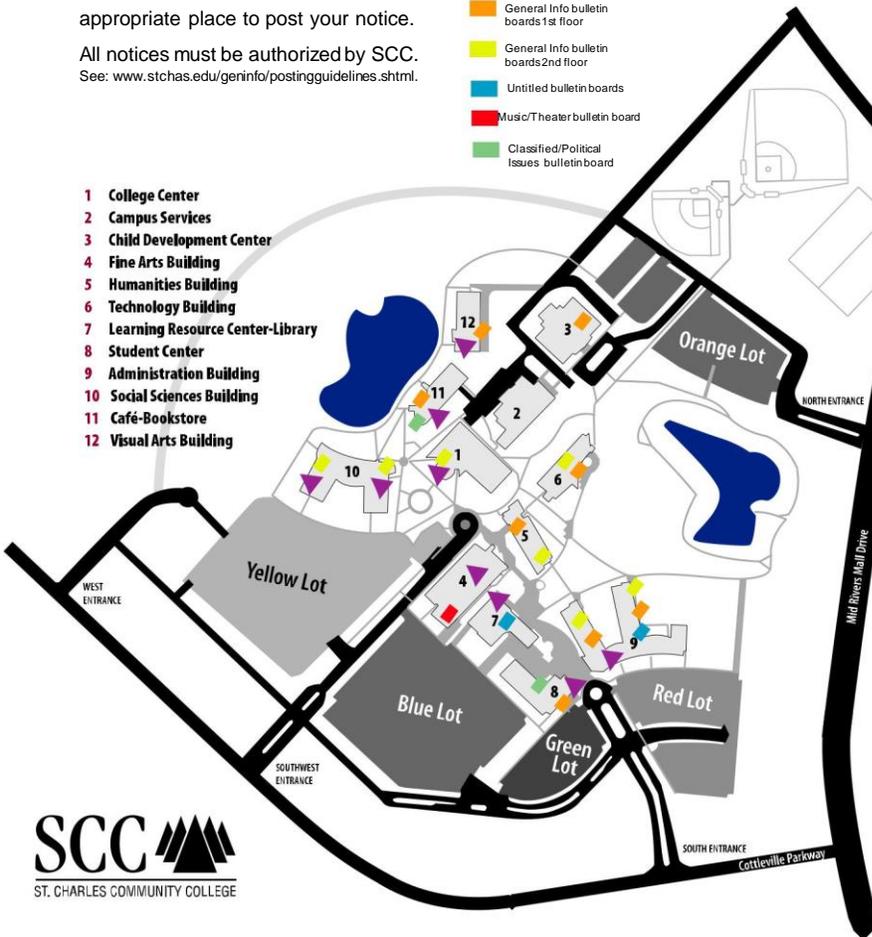
SCC CAMPUS POSTING AREAS

★ Use the key at right to determine appropriate place to post your notice.

All notices must be authorized by SCC.
See: www.stchas.edu/geninfo/postingguidelines.shtml.

- ▲ News & Notes Kiosks
- General Info bulletin boards 1st floor
- General Info bulletin boards 2nd floor
- Untitled bulletin boards
- Music/Theater bulletin board
- Classified/Political Issues bulletin board

- 1 College Center
- 2 Campus Services
- 3 Child Development Center
- 4 Fine Arts Building
- 5 Humanities Building
- 6 Technology Building
- 7 Learning Resource Center-Library
- 8 Student Center
- 9 Administration Building
- 10 Social Sciences Building
- 11 Café-Bookstore
- 12 Visual Arts Building



1 (CC) COLLEGE CENTER

1st Floor - 1 kiosk by main entrance, news and notes side
2nd Floor - 1 General Information board by Room 201

3 (CDC) CHILD DEVELOPMENT CENTER

1st Floor - 1 General Information board by main entrance

4 (FAB) FINE ARTS BUILDING

1st Floor - 2 kiosks by front entrance, news and notes sides
1st Floor - 1 Music/Theater Dept. bulletin board by back music hallway

5 (HUM) HUMANITIES BUILDING

1st Floor - 1 General Information/Con. Ed. board by entrance
2nd Floor - 1 General Information board by Room 203
2nd Floor - 1 General Information board by Room 216

6 (TECH) TECHNOLOGY BUILDING

1st Floor - 1 General Information board by Room 102
2nd Floor - 1 General Information board by Room 202

7 (LRC) LEARNING RESOURCE CENTER (LIBRARY)

1st Floor - 1 set of wall strips by Help Desk area
2nd Floor - none

8 (SC) STUDENT CENTER

1st Floor - 1 kiosk by main entrance, news and notes side
1st Floor - 1 General Info/Class ed/Political Issues board by Assessment
1st Floor - 1 Student Organizations board by Assessment
1st Floor - 1 Classified Ads board by Assessment
2nd Floor - none

9 (ADM) ADMINISTRATION BUILDING

1st Floor - 1 kiosk by Help Desk, news and notes side
1st Floor - 4 General Info bulletin boards in the Student Development hallway
1st Floor - 1 General Info bulletin board by Room 1242
1st Floor - 3 General Info bulletin boards in the Allied Health hallway
2nd Floor - 1 General Info bulletin board by Room 2242
2nd Floor - 1 Gen. Info bulletin board by Bus./Soc. Science./Comm. hallway
2nd Floor - 1 General Info bulletin board by Room 2442

10 (SSB) SOCIAL SCIENCES BUILDING

1st Floor - 1 General Information board by Room 1102
1st Floor - 1 kiosk by Room 1102, news and notes side
1st Floor - 1 General Information board by Room 1104
1st Floor - 1 kiosk by Room 1104, news and notes side

11 (CB) CAFÉ

1st Floor - 1 classified bulletin board by front entrance
1st Floor - 1 kiosk by main entrance, news and notes

(CB) BOOKSTORE

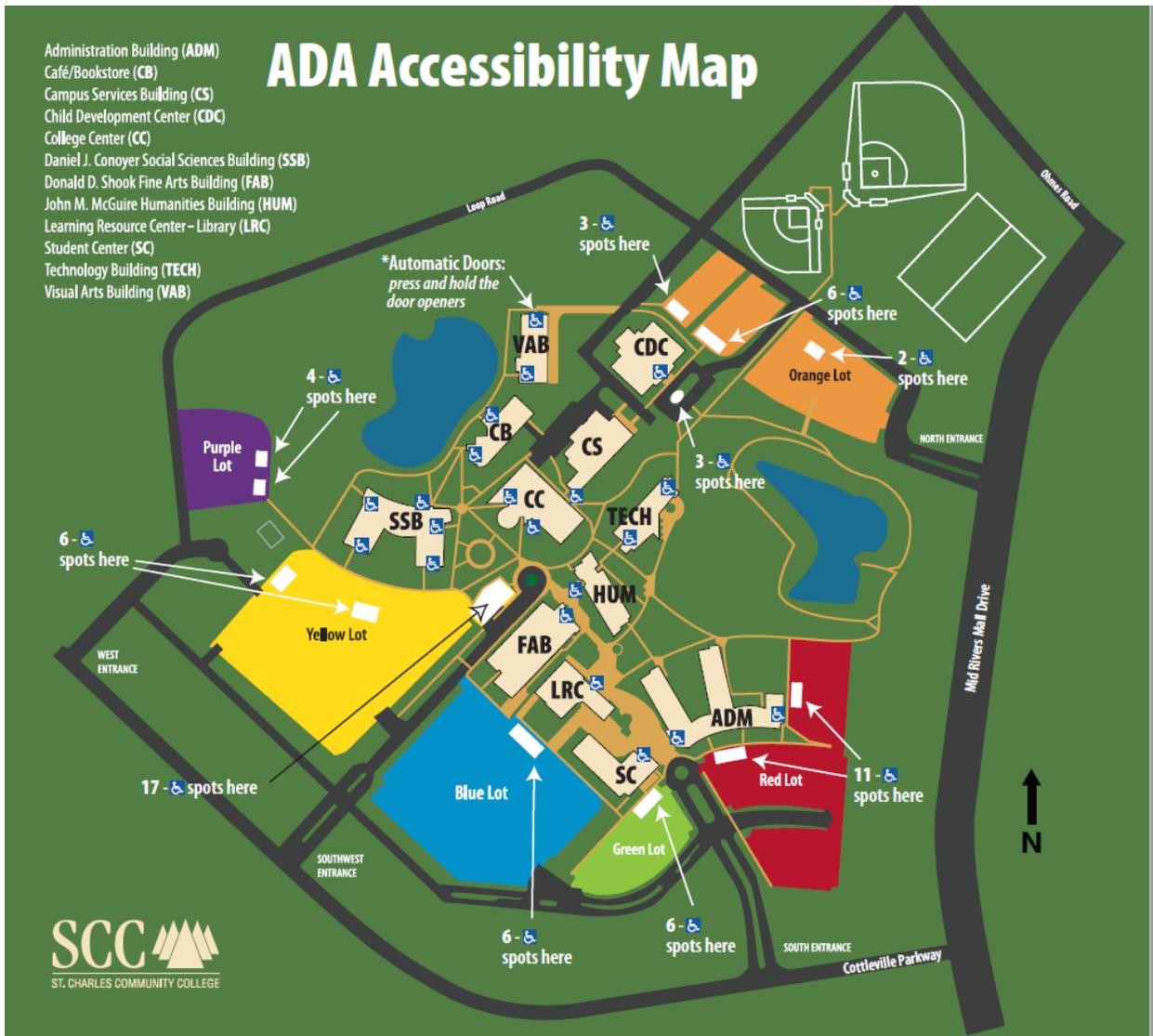
1st Floor - 1 General Information bulletin board by front entrance

12 (VAB) VISUAL ARTS BUILDING

1st Floor - 1 kiosk by main entrance, news and notes side
1st Floor - 1 General Information bulletin board by front entrance

- Administration Building (ADM)
- Café/Bookstore (CB)
- Campus Services Building (CS)
- Child Development Center (CDC)
- College Center (CC)
- Daniel J. Conoyer Social Sciences Building (SSB)
- Donald D. Shook Fine Arts Building (FAB)
- John M. McGuire Humanities Building (HUM)
- Learning Resource Center - Library (LRC)
- Student Center (SC)
- Technology Building (TECH)
- Visual Arts Building (VAB)

ADA Accessibility Map



SCC **ELCI** Learner's Contract

I, _____, have read the course sequence and scope on the English Language and Culture Institute page (<https://www.stchas.edu/academics/departments/English-Language-and-Culture-Institute>), which includes a prospective student pathway and also the path for advancement through the sequence by earning Cs or better in each course. I understand that the courses that are given to me are part of a sequence and should be taken together as co-requisites unless there are arrangements made with the chair. I acknowledge that at some levels, I may have to take a required number of credits that exceed 12 credits.

Furthermore, if I am given permission to drop a course, it may affect how I proceed in my level, and I would be responsible for taking that same course the next semester or when deemed by the chair of ELCI. Dropping courses could also delay my advancement into other courses and cause gaps in my knowledge that could be detrimental to my present or future grades.

Finally, dropping a course without permission, refusing to take a course, or not attending in a course could cause me to be dropped from other co-requisite courses. This could keep me from taking other non-ESL courses as well.

I also realize that I should attend my classes regularly and participate because often classwork includes items that address the outcomes (goals) of the courses. Not attending could have a negative effect on my grade if that non-attendance affects the achievement of outcomes in the course.

Finally, I have read the information on plagiarism and the handbook and understand its consequences.

I agree to all the above requirements in this learning contract and am committed to investing my time and resources.

Signed _____

Date: _____

THANK YOU!!!

**A special thank you to Fall 2018 ESL 103
students for their hard work in helping compile this handbook.**